

Corporation of the County of Grey Committee Minutes

Social Services Committee Minutes December 12, 2012 – 10:00 a.m.

The Social Services Committee met on the above date at the County Administration Building with the following members in attendance:

Present: Chair Dwight Burley; Councillors Terry McKay, Wayne Fitzgerald, Kathi Maskell, Francis Richardson, Deborah Haswell, John Bell; and Warden Duncan McKinlay

Regrets: Councillors Brian Milne and Ellen Anderson

Staff

Present: Lance Thurston, Chief Administrative Officer; Sharon Vokes, County Clerk/Director of Council Services; Kevin Wepler, Director of Finance; Rod Wyatt, Director of Housing; Lynne Johnson, Director of Long-Term Care; Barbara Fedy, Director of Social Services; Mary Lou Spicer, Deputy Director of Finance; Anne Marie Shaw, Housing Administrator; Debbie Pegelo, Ontario Works Manager; Wendy Henderson, Ontario Works Manager; and Tara Warder, Recording Secretary

Call to Order

County Clerk Sharon Vokes called the meeting to order at 10:00 a.m.

Election of Chair and Vice Chair

Mrs. Vokes called for nominations for Chair of the Social Services Committee for 2013.

SSC01-13 Moved by: Councillor McKay

Seconded by: Councillor Bell

THAT Councillor Burley be nominated Chair of the Social Services Committee for 2013.

On motion by Councillor Maskell, nominations closed.

Councillor Burley accepted the nomination. Councillor Burley was acclaimed Chair of the Social Services Committee for 2013.

Mrs. Vokes called for nominations for Vice Chair of the Social Services Committee for 2013.

SSC02-13 Moved by: Councillor Maskell

Seconded by: Councillor Haswell

THAT Councillor Bell be nominated Vice Chair of the Social Services Committee for 2013.

On motion by Councillor Burley, nominations closed.

Councillor Bell accepted the nomination.

Councillor Bell was acclaimed Vice Chair of the Social Services Committee for 2013.

Declaration of Pecuniary Interest

There were none.

Minutes of Meetings

Long Term Care Task Force minutes dated November 14, 2012

The Long Term Care Task Force minutes were reviewed.

SSC03-13 Moved by: Councillor Fitzgerald

Seconded by: Councillor Haswell

THAT the minutes of the Long Term Care Task Force dated November 14, 2012 be approved as presented.

Carried

Business Arising from the Minutes

Social Services Committee Minutes dated November 14, 2012

These minutes were for information only as they were adopted by Grey County Council on November 27, 2012.

Reports - Financial

FR-SS-02-13 Housing Year End Write off of Accounts Receivable Balances

Mary Lou Spicer presented the above noted report regarding Housing accounts receivable balances to be written off. Ms. Spicer noted that a total of \$34,329.25 is recommended for write off and consists mainly of rental arrears. The recommended amount for write off is in excess of the budgeted amount, however the anticipated year end Housing surplus may absorb the \$1829.25 shortage. Staff addressed questions from the Committee regarding the arrears and collection process.

SSC04-13 Moved by: Councillor McKay Seconded by: Councillor Richardson

THAT report FR-SS-02-13 regarding the year end write off of uncollectible accounts receivable balances for the Housing department be received;

AND THAT accounts receivable balances totalling \$34,329.25 from former Housing tenants be written off.

Carried

FR-SS-03-13 Housing Treatment of Year End Surplus/Deficit

Mary Lou Spicer presented the above report, requesting approval to carry over the budgets of three capital projects to 2013. The projects include the mechanical room and vestibule at the Hill Street Apartments in Flesherton, and site improvements to Hanover and Durham family units, totalling \$292,600.

SSC05-13 Moved by: Councillor Maskell

Seconded by: Councillor Fitzgerald

THAT report FR-SS-03-13 regarding the treatment of surplus and/or deficit positions at year end for the Housing Department be received;

AND THAT \$292,600 for the following three capital projects included in the 2012 budget but not scheduled for completion until 2013 be transferred to reserve for use in 2013:

**Expand mechanical room and vestibule (project plus consulting) – Flesherton
\$174,700**

Site Improvements – Hanover family units \$112,900

Site Improvements – Durham family units \$5,000

AND THAT the anticipated deficit from the Non Profit Housing budget be funded as follows:

- From surplus funds in the Housing Operating Budget
- If necessary, from the Non-Profit Housing General Reserve

AND FURTHER THAT the remaining surplus/deficit funds be transferred to/from the Housing Capital Projects reserve account.

Carried

FR-SS-04-13 Long Term Care Year End Write off of Accounts Receivable Balances

Mary Lou Spicer addressed the Committee regarding the Long Term Care department's year end write off of uncollectible accounts receivable balances. Ms. Spicer noted that the balance owing is from a former Lee Manor resident, and the County has been informed that no funds are available to cover the outstanding balance. It was further noted that the Ministry of Health

and Long-Term Care will pay 50% of the write off amount that applies to basic accommodation, being \$361.74, and the remaining balance will be absorbed by Lee Manor.

SSC06-13 Moved by: Councillor Fitzgerald Seconded by: Councillor Bell

THAT report FR-SS-04-13 regarding the year end write off of uncollectible accounts receivable balances for the Long Term Care department be received;

AND THAT accounts receivable balances totalling \$723.47 from former Long Term Care residents be written off.

Carried

FR-SS-05-13 Long Term Care Treatment of Year End Surplus/Deficit Position

Mary Lou Spicer presented the above report respecting the treatment of the Long Term Care year end surplus/deficit position. Ms. Spicer stated that staff recommend the anticipated \$110,000 operating deficit of Grey Gables be funded by the One-Time Funding Reserve, and that a number of 2012 capital projects be carried forward to 2013. Additionally, staff are recommending that the balance in the donation accounts be transferred to the respective reserve account at year end.

SSC07-13 Moved by: Councillor Richardson Seconded by: Councillor Fitzgerald

THAT report FR-SS-05-13 regarding the treatment of surplus and/or deficit positions for the Long Term Care Department at year end be received;

AND THAT furniture replacement (\$7,000) for Grey Gables that was included in the 2012 budget be carried forward to 2013 and funded from the Grey Gables donation reserve;

AND THAT wandering resident door security (\$11,000), high-low beds and mattresses (\$20,000), furniture/audio visual equipment (\$16,400), four well hot food table (\$18,000) and dining room floor replacement (\$27,000) that were included in the Lee Manor 2012 budget be carried forward to 2013 and funded from the Lee Manor Operations Reserve;

AND THAT laundry equipment (\$15,700) for Rockwood Terrace that was included in the 2012 budget be carried forward to 2013 and funded from the Rockwood Terrace Operations Reserve;

AND THAT the deficit arising from the Grey Gables operating budget be funded from the One-Time Funding reserve and that any surplus from the Grey Gables capital budget be transferred to the Grey Gables Operations Reserve;

AND THAT surplus/deficit funds from the Lee Manor and Rockwood Terrace departmental budgets be transferred to/from the respective reserve accounts;

AND FINALLY THAT donations made to Grey Gables, Lee Manor and Rockwood Terrace be transferred to the respective donation accounts.

Carried

Reports – Social Services

SSR-SS-01-13 Additional Ontario Works Manager Contract Position

Barb Fedy presented a report regarding a request for approval to hire an additional Ontario Works Manager position. Ms. Fedy indicated that an organizational review has taken place and it is recommended that an additional Ontario Works Manager be included in the organizational structure, increasing the number of managers to four. It was noted that if the position is approved, the contract will be up to one year in length and will be posted internally. Ms. Fedy noted that a main benefit of posting the position internally is succession planning, and having the successful candidate experience the various aspects related to a management position.

SSC08-13 Moved by: Councillor Maskell

Seconded by: Councillor Fitzgerald

WHEREAS the organizational review completed within the Grey County Social Services department in 2006 included recommendations for a management structure to include a Director of Social Services, a Children’s Services Manager, and four Ontario Works Managers;

AND WHEREAS the current organizational structure for the Grey County Social Services Management Team includes a Director of Social Services, a Children’s Services Manager, and three Ontario Works Managers;

AND WHEREAS the salary allocation for the fourth Ontario Works Manager has been reallocated to an additional Ontario Works Caseworker since 2009;

AND WHEREAS the additional Ontario Works Caseworker position has been vacant since August 2012;

AND WHEREAS the demands and workload pressures for the Ontario Works Managers are expected to increase in the coming year;

NOW THEREFORE BE IT RESOLVED THAT Report SSR-SS-01-13 be received;

AND THAT the addition of one contract Ontario Works Manager position be approved for a period of up to one year in duration.

Carried

SSR-SS-02-13 Change to Domiciliary Hostel Agreements January 2013

Debbie Pegelo provided an overview of the report respecting changes to the domiciliary hostel agreements and noted that, effective January 1, 2013, the Domiciliary Hostel program will be part of the Community Homelessness Prevention Initiative. Ms. Pegelo indicated that the current agreements with the Domiciliary Hostel operators are required to be terminated, and the County requires updated agreements in order to be consistent with the new program.

SSC09-13 Moved by: Councillor Richardson Seconded by: Councillor Bell

WHEREAS The Corporation of the County of Grey has entered into agreements with Domiciliary Hostel operators pursuant to the Ministry of Community and Social Services Act;

AND WHEREAS effective January 1, 2013, five provincial homelessness-related programs including the Domiciliary Hostel program are being consolidated into the Community Homelessness Prevention Initiative (CHPI) to be administered by the Ministry of Municipal Affairs and Housing;

NOW THEREFORE BE IT RESOLVED THAT the existing agreements between The Corporation of the County of Grey and the current Domiciliary Hostel operators of Ayton Lodge, Kent Residential Homes, Riverside Residence, Inglewood Villa, and Second Avenue Lodge be terminated effective December 31, 2012;

AND THAT the Warden and Clerk be authorized to execute the new Domiciliary Hostel agreements with the current operators effective January 1, 2013 pursuant to the Ministry of Municipal Affairs and Housing Community Homelessness Prevention Initiative.

Carried

SSR-SS-03-13 Family Y Housing Support and Emergency Shelter Agreements

Wendy Henderson addressed the above report, noting that with the introduction of the Community Homelessness Prevention Initiative (CHPI), Grey County is required to terminate the current agreements with the Family Y Owen Sound Grey Bruce and subsequently execute a new

one year service agreement for 2013 for the provision of emergency shelter services and housing support.

SSC10-13 Moved by: Councillor McKay

Seconded by: Councillor Fitzgerald

WHEREAS Grey County Social Services has had an agreement with the Family Y Owen Sound Grey Bruce for the delivery of the Housing Support Program since September 1999 and another agreement for the delivery of Emergency Shelter Services since January 2008;

AND WHEREAS these two programs were largely funded by the Ministry of Community and Social Services;

AND WHEREAS, funding for both programs was transferred from the Ministry of Community and Social Services and has been incorporated into the single block funding provided by the Ministry of Municipal Affairs and Housing under the new Community Homelessness Prevention Initiative;

NOW THEREFORE BE IT RESOLVED THAT Report SSR-SS-03-13 be received;

AND THAT approval be given to terminate the two service agreements with the Family Y Owen Sound Grey Bruce for the delivery of the Housing Support and the Emergency Shelter Services programs;

AND FURTHER THAT the Warden and Clerk be authorized to enter into a new one-year service agreement for 2013 for the continuation of these services, reflecting the transitional nature of the Community Homelessness Prevention Initiative during its first year of implementation and pending Grey County's Long Term Affordable Housing Strategy to be put into action January 1, 2014;

AND THAT a by-law be brought forward for council's consideration.

Carried

Reports – Housing

HDR-SS-01-13 Community Homelessness Prevention Initiative

Rod Wyatt presented the above report regarding the Community Homelessness Prevention Initiative (CHPI), noting that the County is required to enter into an agreement with the Province in order to receive funding under this new consolidated program, which will take effect January 1, 2013. Mr. Wyatt further noted that there may be delays in receiving funding

from the Province, and that the County may need to provide funds to service providers in advance of receiving the funding.

SSC11-13 Moved by: Councillor Haswell

Seconded by: Councillor Fitzgerald

WHEREAS the Housing Services Act (HSA) came into effect January 1, 2012 replacing the Social Housing Reform Act (SHRA), requiring Service Managers to have a plan to address housing and homelessness;

AND WHEREAS the Ministry of Municipal Affairs and Housing and the Ministry of Community and Social Services have terminated funding agreements for current programs that provided funding for homelessness such as the Consolidated Homelessness Prevention Program; Emergency Energy Fund, Domiciliary Hostel Program and Provincial Rent Bank Program, as of December 31, 2012, and are consolidating the funding for these programs into the Community Homelessness Prevention Initiative;

AND WHEREAS the Ministry of Municipal Affairs and Housing requires a signed agreement between the Corporation of the County of Grey and the Ministry of Municipal Affairs and Housing prior to providing funding for the new Community Homelessness Prevention Initiative (CHPI) effective January 1, 2013;

NOW THEREFORE BE IT RESOLVED THAT a by-law be prepared authorizing the Warden and the Clerk to sign the Service Manager Agreement for the Community Homelessness Prevention Initiative (CHPI).

Carried

HDR-SS-02-13 Housing Services Act Local Rules

Anne Marie Shaw addressed the Committee on the above report, outlining the changes to the Housing Services Act (HSA). Ms. Shaw noted that the Act and Regulations stipulate mandatory changes and allow for local rules to be developed. One significant change to the Act is that Service Managers are required to set a maximum asset level for eligibility. Ms. Shaw indicated that Grey County has established a maximum asset level of \$30,000 per household.

SSC12-13 Moved by: Councillor Maskell

Seconded by: Councillor McKay

WHEREAS the Housing Services Act, 2011 replaced the Social Reform Act, 2000 effective January 1, 2012;

AND WHEREAS the County of Grey, as Service Manager, is responsible for establishing local rules, standards and practices;

NOW THEREFORE BE IT RESOLVED THAT report HDR-SS-02-13, regarding policies and procedures for Eligibility for Rent Geared to Income Assistance, Waiting List Local Rules and Non Profit Housing Providers be received;

AND THAT the following policies and procedures contained within Report HDR-SS-02-13 be endorsed:

MS-HOU-001 Eligibility for Rent Geared to Income Assistance Policy;

MS-HOU-001-001 Household Income and Asset Limits Procedure

MS-HOU-001-002 Absence from a Unit Procedure,

MS-HOU-001-003 Occupancy Standards,

MS-HOU-001-004 Conviction in Relation to RGI Assistance Procedure,

MS-HOU-001-005 Rent Reviews for Fixed Income Households.

MS-HOU-002 Waiting List Local Rules Policy;

MS-HOU-002-001 System for Selecting Waiting Households Procedure,

MS-HOU-002-002 Refusals of Offers Procedure,

MS-HOU-002-003 Internal Reviews Procedure.

MS-HOU-003 Non Profit Housing Providers Policy;

MS-HOU-003-001 Non Profit Housing Provider Boards Procedures.

Carried

Closed Meeting Matters

There were none.

Other Business

Appointments

SSC13-13 Moved by: Councillor Richardson

Seconded by: Councillor Bell

THAT the following appointments be confirmed for 2013:

Grey Bruce Crystal Methamphetamine Task Force - Councillor Maskell and Councillor McKay

Long Term Care Task Force - Councillor Haswell, Councillor Bell, and Councillor Burley and Warden McKinlay

Carried

Next Meeting Dates

January 16, 2013 at the Grey County Administration Building.

On motion by Councillor Richardson, the meeting adjourned at 10:48 a.m.

Dwight Burley, Chair